

PROCEDURE FOR GTSAC AGENDA DEADLINE

1. An Agenda Topic Submission Form along with any hand-outs for the agenda item are due to Sue Joseph two weeks prior to GTSAC meeting. An e-mail reminder will be sent three weeks prior to GTSAC meeting and will direct people to the web site where the Agenda Topic Submission Form can be found.
2. The final agenda and hand-out materials will be e-mailed one-week prior to the GTSAC meeting.
3. Meetings are the fourth Friday of every other month. All meetings will begin at 8:30 a.m.

GTSAC AGENDA ITEM REMINDER E- MAIL NOTICE	GTSAC AGENDA ITEMS DUE (2nd Friday of Month)	AGENDA/ HAND-OUT MATERIALS SENT (3rd Friday of Month)	2005 MEETING DATES (4th Friday of Month)	MEETING PLACE
February 4	February 11	February 18	February 25, 2005	Presentation Room, Collins Road
			Summit Awards Banquet March 2, 2005	Sheraton Hotel – Lansing
April 1	April 8	April 15	April 22, 2005	Presentation Room, Collins Road
June 3	June 10	June 17	June 24, 2005	Presentation Room, Collins Road
August 5	August 12	August 19	August 26, 2005	Presentation Room, Collins Road
October 7	October 14	October 21	October 28, 2005	Presentation Room, Collins Road